

~~SECRET~~OUTPLACEMENT ANNUAL REPORT - FISCAL YEAR 1961

Items of significance that affect the general character of the Outplacement Program which have developed during the last fiscal year are:

1. The Outplacement Service provided assistance to 343 clients during the past fiscal year. This was a slight increase over the number of clientele serviced during the last two fiscal years.
2. The self-referrals continue to be the single largest segment of the Outplacement clientele. This group comprised 41% of the workload of the Unit.
3. The Outplacement Service was augmented by the assignment of one additional counselor in anticipation of an increase in counseling work as a result of the "surplusing" of Agency personnel under the [redacted] as well as an increase as a result of the early retirement program.
4. At the end of the last fiscal year, a review of the Outplacement Program was made by the Director of Personnel. The Director of Personnel determined that the following plans were to have the highest priority for the next fiscal year:
 - a. Development of a Personnel Interchange Agreement with the U. S. Civil Service Commission was necessary in order to permit Agency personnel to more quickly transfer into the competitive service.
 - b. Development of contracts with three or four private employment agencies located throughout the United States in order to better assist personnel seeking specific private employment opportunities.
 - c. Increased use of the Assessment and Evaluation Staff's facilities for psychological testing purposes.
 - d. Concentration of effort to increase general "lead sources" through more diligently exploiting all internal Agency sources.

25X1

~~SECRET~~

SECRET

STATISTICAL SUMMARY OF OUTPLACEMENT ACTIVITIES

(1 July 1960 to 30 June 1961)

OUTPLACEMENT CASES

Total Number of Outplacement Cases Handled	343	(Including 143 Voluntary)
Cases Pending (as of 30 June 1961)	119	(Including 72 Voluntary)
Cases Closed	224	(Including 71 Voluntary)

ANALYSIS BY GRADE	Total No. of Clients	Successful Placements	Resignees Not Placed	Misc.*	Active Cases
GS-12 and above	101	33	11	2	55
GS-7 through GS-11	112	43	12	14	43
GS-6 and below	130	69	12	28	21

EMPLOYMENT AND EXAMINATION INQUIRIES (Total) 948

Civil Service Examination Inquiries Answered	68
Total Number of Employment Inquiries Answered	855
Miscellaneous Inquiries	19

LEAD SOURCE SURVEYS AND INDIVIDUAL CONTACTS

Lead Source Surveys	25
Local Municipal Surveys	4
Industrial Area Surveys	19

Individual Contacts	1,500	(est.)
Office of Personnel Liaison Contacts	250	(est.)

* Includes those who decided to leave area, return to school, etc., and came to Outplacement for job information on their last working day.

SECRET